Finance web and warrant queries
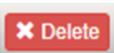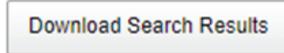
division of Finance

Introduction

We have designed a tool, to allow you to create custom queries. Your results will display, and you can download your search results to view in excel.
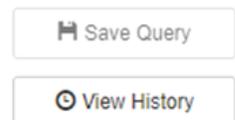
When using these queries, remember to click the green search button, rather than hitting enter on your keyboard.

Online accounting journal

Using the online accounting journal, allows you to customize your search with as many elements of criteria as you wish.

1. Select **Add filter** [+ Add filter] button to create your criteria. Continue adding filters, to add additional filters to your criteria to customize your search. If a line of criteria is no longer needed, click the delete [✖ Delete] button.

2. Select the fields to display. The **Available to Select**, and the **Currently Selected** columns to the right show fields to choose from. The currently selected displays the fields that will be displayed in your results. You can customize the fields to display your results by adding or removing fields in the available to select and currently selected section.

3. Select the **Run Search** [🔍 Run Search] button.

4. View results and download search results by selecting the [Download Search Results] button.

5. Optional - you can narrow your search results using the **Narrow Search**.

6. You can save your query for future use, by clicking **Save Query**. You can access previous or saved queries by selecting View **History**. [🖫 Save Query] [⟳ View History]

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Labor plus

The online labor query uses the labor distribution table to query employee hours charged to FINET accounting codes.

Customize your filters

You can download your results. In this query it returned 926 records, showing us only 10 at a time.

Vendor name lookup

To view vendor name lookup, go to Vendor > **Vendor Customer** in the navigation bar of data warehouse.

The Vendor Name Lookup allows you to lookup a Vendor Name, using either Vendor Name, or Tax Payer ID or SSN.

Results are displayed, and indicates if it is vendor or customer.

Warrant queries

Go to **Warrant Queries** in the navigation bar of data warehouse.

You can search for Warrant/Checks and EFTs, issued by FINET.

Search using Invoice numbers, check or EFT numbers, or using the vendor name or code, as well as GAX, GMA, or PRC.

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What's the difference between Legacy Warrant Issues and Warrant Issues?

In September of 2021 we changed software for sending payments to the banks.
Use the Legacy Warrant Queries for payments PRIOR to Sept 2021. There is a possibility that payments +/- 60 days near Sept 2021, could display in both systems. This is to allow for the date the payment is sent to the bank, and the date a check clears the bank.

Warrant queries by Invoice Number

Search using the Vendor Invoice number. Use the invoice number found in FINET.

Warrant queries by Warrant Number

Use this query to search for Warrants, Checks and EFTs.

Warrant queries by Vendor Name or Vendor Number

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Search using the **Vendor Name**, and returns results associated with that Vendor Name.

Or you can search using the **Vendor Number**.

Warrant queries by GAX/PRC/GMA

Search for Warrant of EFT.

Search using the **transaction ID**, you can include the department number at the beginning, OR you can simply use the **Doc ID** found in FINET.   Exclude the document

Online general ledger (1995 to 2006)

In 1996, the division of finance had a major upgrade in accounting software. If you need to query data prior to 1997, you can use this tool. Keep in mind, much of the accounting codes, and chart of account elements have changed since then. You will need to know what codes to use to return successful results.

- Go to **Online Queries** in the navigation bar.

- Select **Online General Ledger (1995 to 2006)** from the drop-down.

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Selecting your criteria and viewing your results functions the same as other queries within this tool. (Online accounting journal)